

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

November 1 – November 30, 2011

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 12/05/2011
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
November 2011**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on November 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on November 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on November 4.

The quarterly comprehensive statistical report for July 1 through September 20 was submitted to the TOAM on November 4.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,172 documents and edited 2,234 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 4.3 lft. of new documents, of which 1.3 lft. were federal facilities documents, and processed 5 new sites.

Circulation Department staff shelf-read approximately 209.3 lft. of site files during the month.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

.2 lft. of documents were picked up from EPA regional offices. 2 Transfer of Records forms were processed.

3.9 lft. of documents were retrieved from the FRC. 81 lft. of documents were returned to the FRC.

28 new accessions (300 lft.) were sent to the FRC this month.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated November 27.

FRC Storage Report, updated November 27.

On-Site Storage Report, updated November 27.

Contracts On-Site Storage Report, November 10 & 18.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 3,046 documents (51,473 pages) during November and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Nine Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	09DJ	AMCO CHEMICAL
03	09GJ	INDIAN BEND WASH SOUTH (4 pkgs)
01	0974	J.H. BAXTER & CO
05	098V	SAN GABRIEL VALLEY (AREAS 1-4)
02	091C	TUCSON SOURCES (2 pkgs)

Staff retrieved 19 cost packages/financial documents for EPA staff during November.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 7.9 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
09JD	00	38TH AND QUINCE STREET
09JC	00	A-AMERICAN ENVIRONMENTAL L L C
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	04	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	08	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	09	AEROJET GENERAL CORP (RANCHO CORDOVA)
09WB	00	AGANA SPRINGS PCB SITE
09PS	00	AMBITECH, INC
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09SZ	00	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT

SSID	OU	SITE NAME
0900	00	AMERON CORROSION RESISTANT PIPING DIV
0900	00	AMF TUBOSCOPE
0900	00	ANACONDA COPPER CO (TUCSON)
09GU	01	ANACONDA COPPER CO (YERINGTON)*
09GU	03	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	00	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09JW	02	B.F. GOODRICH
0900	00	BALI OIL COMPANY/PLEGEL OIL COMPANY
098L	00	BARBERS POINT NAVAL AIR STATION
0900	00	BELLOWS AIR FORCE STATION
09HX	00	BENHAM & JOHNSON
09MM	00	BLUE LEDGE MINE
09MM	01	BLUE LEDGE MINE
09MP	00	BLUEWATER URANIUM MINE (REMOVAL)
09QV	00	BODIE STATE HISTORICAL PARK
09L8	01	BURR BROWN
09Q3	00	CAMP PENDLETON MARINE CORPS BASE
09R6	02	CARSON RIVER MERCURY SITE
093H	01	CASMALIA RESOURCES*
0900	N/A	CASPIAN, INC
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
0900	N/A	CNMI CUC POWER PLANT 1 & 2
0935	00	COALINGA ASBESTOS MINE
0900	N/A	COLORADO RIVER DIESEL SPILL
091N	01	COOPER DRUM
09RR	00	CROWN CITY PLATING
09WP	00	CUC POWER PLANT 4 PCB SITE
09JT	00	CYPRUS TOHONO MINE
095E	00	DAVIS E L DUMP
09Y1	07	DCE CIRCUITS
09NR	00	DECH DRUMS
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09MN	01	DEL MONTE CORP. (OAHU PLANTATION)
0900	N/A	DOWNEY SITE DISCOVERY PROJECT
0900	00	DRY CLEAN USA
09T8	00	DYNAMIC PLATING, INC
09KG	00	ELECTRO TREATMENT INC
09CK	00	FEDERAL CORRECTIONAL INSTITUTE LOMPOC
0900	N/A	FEMA CHUUK PESTICIDES PHASE 2
0900	N/A	FEMA TSUNAMI DISASTER - HHW CLEANUP
09XD	00	FORT MOHAVE ABANDONED DRUMS
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09MV	00	GDOA MANGILAO PESTICIDE FACILITY

SSID	OU	SITE NAME
0963	00	GILA RIVER INDIAN RESERVATION
09RK	00	GOLDOME
09NZ	00	GRAYBILL METAL POLISHING INC
Z900	N/A	GREKA UNASSIGNED*
09KY	00	GUAM EPA'S LABORATORY CHEMICALS
09WN	00	GUAM WATER AUTHORITY
09RJ	00	HAKIMO ROAD AKA BOTELHO
09PJ	00	HALACO ENGINEERING CO
09X6	00	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
09WW	00	HAYSTACK NAVAJO RADIOACTIVE STRUCTURES
09KZ	00	HESPERIA DRUG LAB FIRE
09BL	00	HICKAM AIR FORCE BASE
09LE	00	HILO BURRITO
0909	03	HUGHES/TUCSON AIRPORT
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	00	INDIAN BEND WASH NORTH
0920	02	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
092J	06	INDIAN BEND WASH NORTH
092N	05	INDIAN BEND WASH NORTH
092P	01	INDIAN BEND WASH NORTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09GJ	03	INDIAN BEND WASH SOUTH
09GK	03	INDIAN BEND WASH SOUTH
09GL	03	INDIAN BEND WASH SOUTH
09Y2	07	INDIAN BEND WASH SOUTH
09Y3	07	INDIAN BEND WASH SOUTH
09Y5	07	INDIAN BEND WASH SOUTH
09Y7	07	INDIAN BEND WASH SOUTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	03	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
09JK	00	IVA SITE (INTAGLIO VIRI COLOR ALLANCE, LTD.)
0974	01	J.H. BAXTER & CO
0974	02	J.H. BAXTER & CO
09F6	01	JASCO CHEMICAL CORP
09WR	00	JERVIS B. WEBB CO.
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
09KW	00	KNOX STREET MERCURY SPILL
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09LV	00	KRIK WELL #80
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
09NG	00	LBJ HOSPITAL PCB SITE
091A	01	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
09X8	01	LORENTZ BARREL & DRUM CO
09TA	00	MARIANO LAKE AUM SITE
0965	00	MATHER AIR FORCE BASE
0941	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE

SSID	OU	SITE NAME
09KM	00	MCCLEUR TAILINGS
091E	00	MCCORMICK & BAXTER CREOSOTING CO
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09TL	00	MCDERMITT MINE
09M6	01	MEW STUDY AREA
0946	01	MGM BRAKES
09MJ	00	MITCHELL AVENUE DRUG LAB
09TR	00	MOAPA PESTICIDES EMERGENCY RESPONSE
09WT	00	MOJAVE RIVER PYROTECHNICS SITE
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	07	MOTOROLA, INC. (52ND STREET PLANT)
098J	00	NAVAL AIR STATION AGANA
0952	00	NEVILLE CHEM CO
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09NC	00	NORTHERN MARIANAS COLLEGE
09SV	00	OAKLAND AVIATION SCHOOL MERCURY RELEASE
09BC	00	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	00	ORDOT LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09LP	00	PAGO PAGO SOLVENT AND CLEANER
099K	00	PEMACO MAYWOOD
09MH	00	PERRIS DRUM
09WZ	00	PETALUMA PRECEDENT
09RW	00	PETER PAN CLEANERS
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09R8	04	PHOENIX-GOODYEAR AIRPORT AREA
09R8	05	PHOENIX-GOODYEAR AIRPORT AREA
09JU	00	PILAU DRUM SITE
0921	00	PURITY OIL SALES INC.
0921	01	PURITY OIL SALES INC.
09DM	00	QUALITY PRINTED CIRCUITS CORP
0900	N/A	REGISTERED GUEST ROAD OIL SPILL
09LC	00	RINCONADA MINE
0900	00	ROYAL BOULEVARD CLASS 111 DISPOSAL SITE
0900	N/A	RYAN CREEK ROAD OIL SPILL

SSID	OU	SITE NAME
09PH	00	SAIPAN LAB CHEMICALS
09ML	00	SAIPAN PESTICIDES 2004
09RT	00	SAIPAN SEWER WASTE SITE
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09DQ	02	SAN GABRIEL VALLEY (AREAS 1-4)
09DR	02	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN
09WM	00	SANTA FE SPRINGS DRUMS
0900	00	SANTA YSABEL CREEK GROUNDWATER CONTAMIN.
09LH	00	SAYLOR WAY MERCURY SPILL
09WS	00	SEAM MASTER INDUSTRIES
0944	01	SELMA TREATING CO
09NJ	00	SHAHARALD MINE
0900	00	SIMPSON'S CLEANERS
09SY	00	SKYLINE AUM WASTE PILE SITE
09JJ	00	SONOMA BURN DUMP
0964	01	SOUTH BAY BASIN
0900	00	SPACE ORDNANCE SYSTEMS MINT CYN
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0901	00	STRINGFELLOW
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
094U	00	STRINGFELLOW
094U	05	STRINGFELLOW
09K2	01	SULPHUR BANK MERCURY MINE
09M1	01	TARP
0981	01	TH AGRICULTURE & NUTRITION
0900	N/A	TIBBETTS NEWPORT COMPANY
0900	00	TRABUCO CLEANERS
09RF	00	TUBA CITY ABANDONED LDFL
09L9	01	TUCSON AFP 44
091C	02	TUCSON SOURCES
091C	04	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
096Y	02	TUCSON WEST CAP
0900	N/A	TYPHOON CHATA'AN
0900	N/A	TYPHOON PONGSONA

SSID	OU	SITE NAME
0900	00	US POLYMERIC
095X	00	VALETERIA DRY CLEANERS
0900	00	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09GF	01	WEST PLUME B - TUCSON
09QC	00	YOSEMITE CREEK SEDIMENT
09PT	00	YUROK MERCURY SPILL

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 51 requests for documents, performed 499 database searches in SDMS-C, and provided 1,046 documents for EPA staff and other requesters.

Eight indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on November 4.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 5 FOIA requests totaling 3.25 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 913 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 50 pages from SDMS-C.

At the request of ORC attorney Sarah Mueller, 116 documents from the Iron King Mine – Humboldt Smelter site file were redacted in preparation for the upcoming FOIA response.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 20 requests for documents on CD-ROMs. 7,062 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09WB	00	AGANA SPRINGS PCB SITE
09DJ	00	AMCO CHEMICAL
092Q	00	ANDERSEN AIR FORCE BASE
09C6	01	APACHE POWDER CO
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
0900	00	BERCOVICH 18TH ST
0900	00	BP PERFORMANCE POLYMERS
093H	01	CASMALIA RESOURCES
09WP	00	CUC POWER PLANT 4 PCB SITE
09JT	00	CYPRUS TOHONO MINE
0900	00	DATA CIRCUITS
0936	01	DEL AMO FACILITY
09Q7	00	GEORGE AIR FORCE BASE
Z900	N/A	GREKA UNASSIGNED
0900	00	GTE LENKURT INC
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
09WR	00	JERVIS B. WEBB CO.
097J	02	LEHR/OLD CAMPUS LANDFILL
09N6	00	MARCH AIR FORCE BASE
0926	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)

SSID	OU	SITE NAME
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09BE	18	MOTOROLA, INC. (52ND STREET PLANT)
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
0900	00	SAFETY SPECIALISTS INC
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09SF	00	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
0944	01	SELMA TREATING CO
0964	01	SOUTH BAY BASIN
0900	00	STANFORD UNIV-613 A1
0901	01	STRINGFELLOW
0900	00	TELEDYNE CAST PRODUCTS
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	06	TREASURE ISLAND NAVAL STATION- HUN PT AN
091C	01	TUCSON SOURCES

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in November:
 Northeast Church Rock Mine Drainage East of Red Water Pond Road Removal AR, sent November 10
 Northeast Church Rock Mine EE/CA Non-Time-Critical Removal AR, Update 1, sent November 10
 CUC Power Plant 4 PCB Removal AR, sent November 21
 Agana Springs PCB Removal AR, sent November 28, 2011

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Two work-performed compilations were created or updated during November for the following sites:

OU	SSID	Site Name
01	091A	LEVIATHAN MINE
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:
 CD-ROM format: 10 collections

Electronic files attached to E-mails: 44 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09WB	00	AGANA SPRINGS PCB SITE
09H5	00	CTS PRINTEX, INC.
09WP	00	CUC POWER PLANT 4 PCB SITE
09XD	00	FORT MOHAVE ABANDONED DRUMS
09XH	00	GLOBE ASBESTOS MILL
09WW	00	HAYSTACK NAVAJO RADIOACTIVE STRUCTURES
091A	01	LEVIATHAN MINE
0926	02	MONTROSE CHEMICAL CORP
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on November 22.

The PM held a Managers/Supervisors meeting on November 15.

The PM held a Scanning Department meeting on November 8.

The PM held a Cost Recovery Department meeting on November 8.

The RMS IV/Assistant Manager held meetings with special projects staff on November 1 and 2.

The RMS IV/Circulation Department Supervisor held a departmental meeting on November 17.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on November 17.

The PM purchased supplies and/or equipment during November as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No training requested in November.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On November 8, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri to resolve issue with SNMP protocol on Records Center Printers November 15. This is an ongoing problem that is currently being worked on.

An RMS IV/IS III coordinated with Andy Terry to update to Lotus Notes 8.5.3 November 17. Network patch did not work for the Records Center and Andy is in the process of reconfiguring the network push of the update.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

- B.F. Goodrich, CAN000905945, SA OU Upd 1 AR
- CTS Printex Inc., CAD009212838, Remedial AR, Update #2
- Del Amo Facility, CAD029544731, Soil & NAPL OU Remedial AR, Update #1
- NE Churchrock Quivira Mines, NNSFN0905492, Removal AR
- Northeast Churchrock Mine, NNN000906132, Step-Out Interim Removal AR
- Omega Chemical Corporation, CAD042245001, Interim Remedy, OU 02 AR, Update #1
- Pacific Coast Pipeline, CAD980636781, Remedial AR, Update #4
- Petaluma Precedent, CAN000909134, Removal AR
- San Gabriel Valley (Area 4), CAD980677355, Puente Valley OU Remedial AR, Update #4
- Skyline AUM Waste Pile Site, NNN000908358, Ceiling Increase Removal AR
- Skyline AUM Waste Pile Site, NNN000908358, Ceiling Increase #2 Removal AR
- West Oakland Lead Removal Assessment, CAN000908776, West Oakland Residential Lead Removal AR

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on November 3 & 17.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in November.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

The September 9 upgrade of SEMS/SDMS/JCIA introduced a bug that causes data loss to records. This has forced our staff to re-enter metadata and has greatly impeded our efficiency. Problem was reported to RTP on September 26 (SURS # R9-00168). A fix has been identified. The application of this fix was scheduled for November 18, but has been delayed (date unknown).

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 15 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 6 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,395	41.1 lft.	521.2 lft.

Inventories

Records Surveyed	Year to Date
27.3 lft.	442.1 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
300 lft.	0 lft.	0 lft.	751.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
32	1	0	0	7	0	0	9	49

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09GU, OU 01, ANACONDA COPPER CO (YERINGTON) One Librarian IV/Records Librarian performed indexing (295 documents, .25 linear feet) and one RMS II/Scanning Specialist performed scanning (213 pages) in order to reduce the backlog of indexing for this site. An IS III/Computer Support Specialist processed electronically submitted documents (261 documents). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 84.1 hours were expended on this effort during the month.

SSID 093H, OU 01, CASMALIA RESOURCES

One Librarian IV/Records Librarian & one RMS III/Cost Recovery Specialist performed indexing (102 documents, 6.39 linear feet) and two RMS II/Scanning Specialists performed scanning (5,261 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 120.1 hours were expended on this effort during the month.

SSID 0900, GREKA UNASSIGNED

One Librarian IV/Records Librarian & one RMS IV/Head Indexer performed indexing (284 documents, .6 linear feet) and two RMS II/Scanning Specialists performed scanning (2,630 pages) for work request # 110824-1140 submitted by M. Massey. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 119.8 hours were expended on this effort during the month.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

One IS II/Records Aide & one IS III/Box Storage Coordinator prepared documents for shipment and retirement to the FRC. A total of 105.7 hours were expended on this effort during the month.